



Release Date: February 27, 2007

Final Filing Date: March 13, 2007

PRISON INDUSTRY AUTHORITY

LEGAL SECRETARY

7PI05

PROMOTIONAL FOR PRISON INDUSTRY AUTHORITY ONLY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION (S) EXIST AT	PRISON INDUSTRY AUTHORITY CENTRAL OFFICE, FOLSOM, CA
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is a promotional examination. Applicants must have a permanent civil service appointment and be currently employed with the Prison Industry Authority as of the final filing date, in order to participate in the examination.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the Prison Industry Authority, Examination Services Unit, 560 East Natoma Street, Folsom, CA 95630-2200. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than MARCH 13, 2007 . Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during <u>APRIL/MAY</u> .
SALARY	Range A \$2938-\$3571 Range B \$3085-\$3750
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A subdivisional promotional eligibility list will be established for the Prison Industry Authority. The list will be abolished 12 months after is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION	Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction. Incumbents in Range B perform the most complex legal secretarial work. Under direction, incumbents independently perform the most difficult and responsible legal secretarial and clerical work, with minimum instruction, involving either: (1) work in a legal office with Level IV attorneys; or (2) work for a chief legal administrator with major administrative responsibility for a complex legal program and a large professional staff.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements. NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

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MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience in a private law firm, corporate law office, or a legal program in a governmental agency performing a full range of legal secretarial duties, which requires the preparation of legal documents for filing and service. [(1) Academic education above the 12th grade may be substituted for six months of the required experience on the basis of either (a) one year of the general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience; or (2) Completion of a certificated legal secretarial program at either a regionally accredited college or a business school approved by the Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for one year of the required experience.]</p> <p>(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">QUALIFICATIONS APPRAISAL-WEIGHTED 100%</p>
SCOPE	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Technical legal terms and various legal forms and documents and their processing. 2. Modern office methods, supplies, and equipment. 3. Business English and correspondence. 4. An understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law. 5. Proper format of State and Federal citations. 6. Use of legal resources from traditional library references and software applications. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Type at a speed of 45 words per minute. 2. Read and write English at a level required for successful job performance. 3. Establish and maintain effective working relationships. 4. Prepare correspondence independently. 5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations. 6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine. 7. Communicate effectively. 8. Follow directions. 9. Analyze situations accurately and take effective action. 10. Type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings. 11. Independently perform complex clerical and legal secretarial work. 12. Coordinate and schedule legal services. 13. Screen mail, visitors, and telephone calls and take appropriate action. 14. Interact with courts administrative agencies, governmental entities, co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met. 15. Compose correspondence. 16. Give information and provide assistance using good judgment and discretion. 17. Maintain case and administrative files and records. 18. May act in a lead capacity over clerical staff including legal typists.
SPECIAL PERSONAL CHARACTERISTICS	<p>A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.</p>

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EDUCATION AND EXPERIENCE	If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to the standards developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination". Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.
VETERANS' PREFERENCE/CAREER CREDITS	Veterans' Preference Credits and Career Credits are not granted in promotional examinations.
ADDITIONAL DESIRABLE QUALIFICATIONS	Education equivalent to completion of the 12th grade.
QUESTION?	If you have any questions concerning this announcement, please contact the Prison Industry Authority, Examination Services Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department noted on the front, and at www.pia.ca.gov

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Prison Industry Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy Of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.PIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

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